

Organising Your Electronic Stuff



What's wrong with these file names?

- A. "rivers thingy.doc"
- B. "AAARggggghgeohomework.doc"
- C. "Document 1.doc"
- D. "The final one.doc"
- E. "finished.doc"

File names

- What information should be in the name of a file?

File naming tips ☹️

- file names should be short and informative
- Avoid using special characters in a file name. \ / : * ? " < > | [\$
- Use underscores "_" instead of full-stops or spaces
 - E.g. "Geography_Project_Rivers"
- Hyphens "-" separate connected words, underscores separate different types of information
- If your file name is getting very long, it probably means you need to create a new sub-folder
- To more easily manage drafts and revisions, include a version number (not "the real one")
- Once you decide on some naming rules, be consistent!

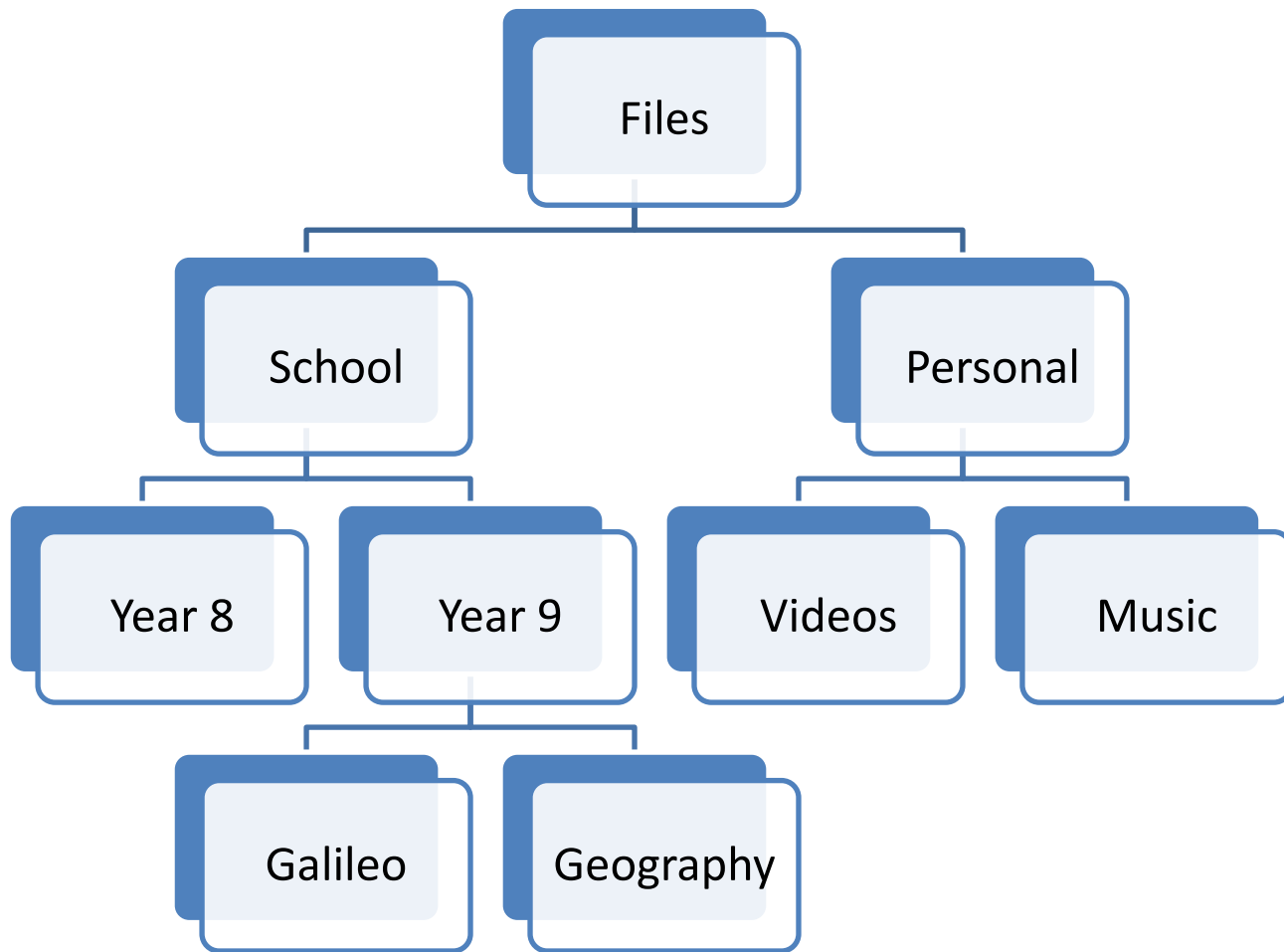
Write a good file name for...

- The final version of a spreadsheet you made for maths class on the properties of parabolic curves. You need to email this file to your teacher.
- The second draft of your essay for English about the play “Romeo & Juliet”
- A video clip you made for digital media which you made with John and Rebecca.



Organising your
files into folders

Using folders and subfolders





Hints and Tips (1)

- Choose one “root” folder to contain ALL your files. All sub-folders should be inside the root folder.
- Every time you notice an opportunity to group a set of related files into a sub-folder, do so.

Hints and Tips (2)

- Keep application files (e.g. Skype) separate from data files
- Organize files based on *purpose*, *not* on file type
- Maintain the Same Folder Structure on all your computers and USB sticks
- What should be on your desktop
 - ☐ active files (inbox)/links to active files
 - ☐ icons for regularly used programs (or move to quick launch bar)
- Tidy Your Desktop regularly

Hints and Tips (2) - Shortcuts

- Only ever have one copy of a file – never have two copies of the same file. Use a shortcut instead (unless you're doing a backup)
- If you are opening a file or folder regularly, create a shortcut and put it on your desktop
- Any time you find yourself frustrated with how long it takes to locate a file, create a shortcut to it and place that shortcut in a convenient location.
- Customize the Places Bar in the File/Open and File/Save Boxes (explorer shortcuts)